

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## LEGAL COUNSEL

State of California  
Office of the State Public Defender  
Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814  
(916) 322-2676

### OPEN SPOT EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

### SPOT ELIGIBILITY

Indicate in Block No. 1 on your application the area where you wish to establish eligibility. Candidates may only establish eligibility in one spot.

SACRAMENTO	10198VI
SAN FRANCISCO	10199VI

### HOW TO APPLY

**APPLICATIONS (STD. 678) WILL BE ACCEPTED ON A CONTINUOUS BASIS. The requested examination material (see Examination Information) will be scored on a periodic basis.**

Applications may be filed in person or by mail with:  
Office of the State Public Defender  
Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814  
(See General Information on where to obtain an application.)

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

### SALARY RANGES:

**RANGE A \$4674**  
**RANGE B \$4678 - 5137**

The salary range used for appointment is based upon specified alternate range criteria and length of legal experience.

### ELIGIBLE LIST INFORMATION

A separate list will be established for each location and used to fill vacancies in those locations. Names of successful competitors are merged into the list in order of final scores, regardless of eligibility dates. Eligibility expires 24 months after it is established.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

(Applicants who are not members of The State Bar of California but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

NOTE: Applicants must show their California State Bar membership number, the date admitted to the State Bar and expiration date on their application.

### THE POSITION

The primary mission of the State Public Defender is the provision of high quality and effective assistance of counsel, under appointment by the California Supreme Court, to indigent appellants who have been convicted of capital offenses and are currently under a sentence of death. A Legal Counsel, under direction, handles less difficult legal work required to research and write appellate briefs and legal arguments. Applicants must exhibit an interest in death penalty litigation, and a willingness to develop skills relating to (1) legal research and writing of appellate briefs so as to eventually meet state supreme court standards for appointment of counsel in capital cases; (2) review of documents and field investigations related to the areas of mental health and forensic sciences. Substantial travel maybe required.

Positions exist with the Office of the State Public Defender in Sacramento and San Francisco.

### EXAMINATION INFORMATION

A candidate may be tested only once during any 24month period.

#### PERFORMANCE TEST - WEIGHTED 100%

Scope: The entire exam will consist of an evaluation of the quality and breadth of experience shown on the State application and resume, as well as the quality and demonstrated expertise reflected in the candidate's writing sample.

All candidates are required to submit:

- a **State Application** for examination (STD 678)
- a **resume**
- a **writing sample\***

(... scope of exam is continued on the back side ...)

**SEE REVERSE SIDE FOR MORE INFORMATION**  
**EXAMINATION INFORMATION** (continued ...)

\*Writing sample: Submit the most factually and legally complex document in which you were the principal author. All of these documents must be received in order to compete in the examination. Failure to comply with these instructions will eliminate you from this examination.

Using pre-established rating criteria, emphasis will be on measuring competitively each competitor's writing sample and application which demonstrates:

A. Knowledge of:

1. Legal principles and their application to criminal cases and appellate proceedings.
2. Scope and character of California statutory law and provisions of the California Constitution and the United States Constitution.
3. Legal research methods.
4. Trial and hearing procedure and rules of evidence.
5. Principles of administrative and constitutional law.

B. Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research and investigations.
3. Analyze, appraise, and apply legal principles, facts, and precedents to legal problems.
4. Present statements of fact, law, and argument clearly and logically in written and oral form.
5. Analyze transcripts and judicial decisions.
6. Dictate correspondence involving the explanation of legal matters.

To obtain a position on the eligible list, a minimum rating of 70% must be attained.

**VETERANS PREFERENCE CREDIT** will be granted. (See "General Information" below for additional information.)

### GENERAL INFORMATION

Applications are available at the State Personnel Board office or their web site ([www.spb.ca.gov](http://www.spb.ca.gov)), local offices of the Employment Development Department and the Office of the State Public Defender.

For an examination without a written feature it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 322-2676 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans preference credit will be added to the final score of all open competitors in the examination who qualify for, and have requested, these points and who are successful in all parts of the examination. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

## OFFICE OF THE STATE PUBLIC DEFENDER

Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814  
Telephone: (916) 322-2676

California Relay (Telephone) Service for  
the Deaf or Hearing Impaired:  
From TDD Phones 1-800-735-2929  
From Voice Phones 1-800-735-2922